PROFESSIONAL SKILLS & TECHNICAL TRAINING

2016 SCHEDULE



Office of Learning and Workforce Development

Date	Course Title	Course Location /
		Restrictions
March 21 – 23, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0050	DOE Washington, DC Forrestal Room# GH-043
6.50 am = 4.00pm	CHRIS Code: 000058 / Session #0050	(HC-Sponsored) ¹
March 29, 2016	Business Grammar	DOE Washington, DC
8:30 am – 4:00pm	CHRIS Code: 000714 / Session #0002	Forrestal Room# GH-043 (HC-Sponsored) ¹
March 30, 2016	Effective Business Writing	DOE Washington, DC
8:30 am – 4:00pm	CHRIS Code: 000767 / Session #0014	Forrestal Room# GH-043
		(HC-Sponsored) ¹
April 5 – 7, 2016	FERS Retirement Workshop	DOE Germantown
8:30 am – 4:00pm	CHRIS Code: 000038 / Session #0051	Room# A-410
		(HC-Sponsored) ¹
April 12, 2016	MS Word 2 (2013)	DOE Washington, DC
9:00 am – 4:00pm	CHRIS Code: 002921 / Session #0001	Forrestal Room# GE-016
April 13, 2016	Communication Matters	(HC-Sponsored) ¹ DOE Washington, DC
8:30 am – 4:00pm	CHRIS Code: 002356 / Session #0003	Forrestal Room# GH-043
6.50 am = 4.00pm	CHRIS Code: 002550 / Session #0005	(HC-Sponsored) ¹
April 19, 2016	MS Word 3 (2013)	DOE Washington, DC
9:00 am – 4:00pm	CHRIS Code: 002922 / Session #0001	Forrestal Room# GE-016
·		(HC-Sponsored) ¹
April 24 – 28, 2016	Supervisory Essentials: Strategies for	Oak Ridge, TN
8:30 am – 4:30pm	Success	DOE Training Center
	CHRIS Code: 002072 / Session #0062	Building 2714G/Rm: C1&C2
		(HC-Sponsored) ¹
April 26, 2016	Outlook 2 (2013)	DOE Washington, DC
9:00 am – 4:00pm	CHRIS Code: 002923 / Session #0001	Forrestal Room# GE-016
		(HC-Sponsored) ¹

April 29, 2016 8:30 am – 4:30pm	Navigating the Federal Hiring Process CHRIS Code: 002298 / Session #0036	Oak Ridge, TN DOE Training Center Building 2714G/Rm: C1&C2 (HC-Sponsored) ¹
May 4, 2016 8:30 am – 4:00pm	Effective Briefing and Presentation CHRIS Code: 001911 / Session #0010	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)¹
May 5, 2016 8:30 am – 4:00pm	Email Usage and Etiquette CHRIS Code: 001582 / Session #0002	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)1
May 10 – 12, 2016 8:30 am – 4:00pm	CSRS Retirement Workshop CHRIS Code: 000033 / Session #0100	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)1
May 17 – 19, 2016 8:30 am – 4:00pm	Mid-Career Planning Workshop CHRIS Code: 000116 / Session #0055	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored) ¹
May 24, 2016 9:00 am – 4:00pm	Outlook 3 (2013) CHRIS Code: 002924 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored) ¹
June 7, 2016 9:00 am – 4:00pm	Excel 1 (2013) CHRIS Code: 002925 / Session #0001	DOE Washington, DC Forrestal Room# xxxxx (HC-Sponsored)1
June 14 – 16, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0052	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored) ¹
June 22 – 24, 2016 8:30 am – 4:00pm	CSRS Retirement Workshop CHRIS Code: 000033 / Session #0101	DOE Washington, DC Forrestal Room# 1E-245 (HC-Sponsored) ¹
June 28, 2016 9:00 am – 4:00pm	Excel 2 (2013) CHRIS Code: 002889 / Session #0003	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
July 12, 2016 8:30 am – 4:00pm	Communication Matters CHRIS Code: 002356 / Session #0004	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)1
July 13, 2016 8:30 am – 4:00pm	Business Grammar CHRIS Code: 000714 / Session #0003	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored) ¹
July 14, 2016 8:30 am – 4:00pm	Effective Business Writing CHRIS Code: 000767 / Session #0015	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored) ¹
July 19 – 21, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0053	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)1

July 26 - 27, 2016 Si 30 am - 4:00pm CHRIS Code: 000116 / Session #0056 Forrestal Room# 6E-069 (HC-Sponsored)¹	0
August 3 - 5, 2016 FERS Retirement Workshop DOE Washington, DC	0
August 3 – 5, 2016 FERS Retirement Workshop DOE Washington, DC 8:30 am – 4:00pm CHRIS Code: 000038 / Session #0054 Forrestal Room# 1E-245 August 9 – 11, 2016 CSRS Retirement Workshop DOE Germantown, MD 8:30 am – 4:00pm CHRIS Code: 000033 / Session #0102 Germantown Room# A-41 August 16, 2016 PowerPoint 1 (2013) DOE Washington, DC 9:00 am – 4:00pm CHRIS Code: 002926 / Session #0001 Forrestal Room# GE-016 August 23, 2016 PowerPoint 2 (2013) DOE Washington, DC 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016	0
8:30 am – 4:00pm CHRIS Code: 000038 / Session #0054 August 9 – 11, 2016 8:30 am – 4:00pm CHRIS Code: 000038 / Session #0054 CSRS Retirement Workshop CHRIS Code: 000033 / Session #0102 Germantown Room# A-41 (HC-Sponsored)¹ August 16, 2016 9:00 am – 4:00pm CHRIS Code: 002926 / Session #0001 August 23, 2016 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016 CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016	0
August 9 - 11, 2016 CSRS Retirement Workshop DOE Germantown, MD	0
August 9 – 11, 2016 8:30 am – 4:00pm CHRIS Code: 000033 / Session #0102 August 16, 2016 9:00 am – 4:00pm CHRIS Code: 002926 / Session #0001 August 23, 2016 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001	0
8:30 am – 4:00pm	0
(HC-Sponsored) ¹ August 16, 2016 9:00 am – 4:00pm CHRIS Code: 002926 / Session #0001 August 23, 2016 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 CHRIS Code: 002927 / Session #0001 (HC-Sponsored) ¹ DOE Washington, DC Forrestal Room# GE-016	0
August 16, 2016 9:00 am – 4:00pm CHRIS Code: 002926 / Session #0001 August 23, 2016 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 DOE Washington, DC (HC-Sponsored)¹ DOE Washington, DC (HC-Sponsored)¹ Forrestal Room# GE-016	
9:00 am - 4:00pm	
August 23, 2016 9:00 am – 4:00pm PowerPoint 2 (2013) CHRIS Code: 002927 / Session #0001 (HC-Sponsored)¹ DOE Washington, DC Forrestal Room# GE-016	
August 23, 2016 PowerPoint 2 (2013) DOE Washington, DC 9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016	
9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016	
9:00 am – 4:00pm CHRIS Code: 002927 / Session #0001 Forrestal Room# GE-016	
(nc-sponsored)	
August 30, 2016 Publisher (2013) DOE Washington, DC	
9:00 am – 4:00pm CHRIS Code: 002928 / Session #0001 Forrestal Room# GE-016	
(HC-Sponsored) ¹	
September 13, 2016 Effective Briefing and presentation DOE Germantown, MD	
8:30 am – 4:00pm CHRIS Code: 001911 / Session #0011 Germantown Room# A-41	0
(HC-Sponsored) ¹	
September 14, 2016 Email Usage and Etiquette DOE Germantown, MD	
8:30 am – 4:00pm CHRIS Code: 001582 / Session #0003 Germantown Room# A-41	0
(HC-Sponsored) ¹	
September 15, 2016 Communication Matters DOE Washington, DC	
8:30 am – 4:00pm CHRIS Code: 002356 / Session #0005 Forrestal Room# GH-043	
(HC-Sponsored) ¹	
September 20 – 22, FERS Retirement Workshop DOE Germantown, MD	
2016 CHRIS Code: 000038 / Session #0055 Germantown Room# A-41	0
8:30 am – 4:00pm (HC-Sponsored) ¹	
October 26 – 27, Mid-Career Planning Workshop DOE Germantown, MD	
2016 CHRIS Code: 000116 / Session #0057 Germantown Room# A-41	0
8:30 am – 4:00pm (HC-Sponsored) ¹	
November 3, 2016 Communication Matters DOE Germantown, MD	
8:30 am – 4:00pm CHRIS Code: 002356 / Session #0006 Germantown Room# A-41	0
(HC-Sponsored) ¹	

1. HC-Sponsored

REGISTRATION PROCEDURE: Please use CHRIS to request training enrollment in the above courses. The tuition is \$200 per day, per student, per course. Headquarters participants will be billed directly through their organization's WCF. Field participants must include the tuition on the SF-182. Cancellations must be made two weeks prior to the course start date to avoid being charged. Substitutions may be made at any time prior to the start of the course. For additional information, please contact your organization's POC.

NOTE: Courses listed are available for Federal employees only.